

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700170027-6
SECURITY CHECK SHEET

OFFICE

SA 10/Pers

ROOM NO.

2718

SAFE NO.

4695

I certify that I have opened or closed this safe or barred file cabinet as indicated by my initials below. In locking this container I have rotated the dial at least three complete consecutive revolutions in each direction. Further, I have checked each drawer of the safe by firmly depressing the thumb latch and at the same time vigorously pushing the drawer inward and pulling it outward several times. In securing the door type safe I have rotated the dial as indicated above, turned the handle back and forth and pulled outward on the door.

DATE	OPENED BY		CLOSED BY		CHECKED BY	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME
15 May 59	Sec. Officer PS		JR	1700	JR	1710
19 May 59					JR	1700
20 May					JR	1702
21 May	JR	9:30	KH	10:15	JR	1703
22 May					JR	1705
23 May					KH	1710
27					SA	1710
28					SA	1706
					KH	1700
1 June					KH	1705
2 June					KH	1715
3 "					SA	1710
4 "					SA	1710
5 "					SA	1705
14 "					KH	1705
15 "					KH	1705
16 "					KH	1700
17					JR	1705
18					JR	1710
19					JR	1717
20					JR	1720
21					JR	1710
22					JR	1711
23					JR	1720
24	SA	1630	SA	1735	JR	1720
25					JR	1717
					JR	1720

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700170027-6

SAFE NO.

I certify that I have opened or closed this safe or barred file cabinet as indicated by my initials below. In locking this container I have rotated the dial at least three complete consecutive revolutions in each direction. Further, I have checked each drawer of the safe by firmly depressing the thumb latch and at the same time vigorously pushing the drawer inward and pulling it outward several times. In securing the door type safe I have rotated the dial as indicated above, turned the handle back and forth and pulled outward on the door.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700170027-6

TELEPHONED REPORTS RECEIVED
concerning
UNUSED SAFES SURVEY

STAT
STAT

Calls reported by [redacted]
20 Oct. 59

[redacted] Medical Staff, All safes checked and found ok.

[redacted] Communications, One safe found to have training material
in it. This will be emptied and turned in.

[redacted], FBID, Safe reported unopened holds NIS material.

[redacted] Contact Div., Unopened safe is their card safes.

9 Nov 59

[redacted] ORR, Released 2 safes
Request for 2 safes was found unnecessary.

Dec.

STAT

[redacted] PIC, 39 questionable safes
21 opened weekly
7 Special safes
11 opened less than weekly
(4 others will be checked soon)

Jan

To close report I phoned

STAT

[redacted] OCR - He said they asked for 115 hrs over time to empty
15 safes in [redacted] They were permitted 32 hrs. STAT
They will empty 12 safes very soon. Seldom used
reference material and extra copies will go to R.Ctr.

[redacted] Log. She said she checked but found all in order.
She now checks the Check Sheets from the offices
enroute to the O/Sec.

[redacted] Security. S/L. --6 safes are in Bldg 13. Girl was not signing
Form because safe was opened & closed many
times each day. Practice corrected.

[redacted] Compt./

[redacted] All three of the reported safes are being used to
house records on employee terminations, on a calendar
year basis. Safes must be kept says [redacted] STAT

UNCLASSIFIED				CONFIDENTIAL				SECRET			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP											
TO	NAME AND ADDRESS						INITIALS		DATE		
1	SA/D/Pers						RM		10/21/59		
2	[redacted] -193 Curie						com		10/22/59		
3	6/RJH-										
4	Pls see comment by										
5	[redacted] on Reverse										
6											
ACTION			DIRECT REPLY			PREPARE REPLY					
APPROVAL			DISPATCH			RECOMMENDATION					
COMMENT			FILE			RETURN					
CONCURRENCE			INFORMATION			SIGNATURE					
<p>Remarks: SUPSENSE DATE: 26 Oct 1959</p> <p>The attached Security Check Sheet for Safe Number <u>4645</u> is for your review and recommendation as to appropriate disposition.</p> <p>This Check Sheet was selected from those reported by Office of Security for safes which show very little activity for a period of 30 days or longer.</p> <p>Will you please check the material in the safe to determine if it is necessary to retain the safe or the material. Should the material be (a) destroyed, (b) retired to the Records Center, or (c) screened and transferred to another more active safe.</p>											
FOLD HERE TO RETURN TO SENDER											
FROM: NAME, ADDRESS						DATE					
[redacted] AHO/OP						19 Oct 59					
UNCLASSIFIED				CONFIDENTIAL				SECRET			

Cleo

This safe contains very sensitive material which we need to have readily available for reference. At some point we may be able to send material to Records Center, but not yet.

Paul